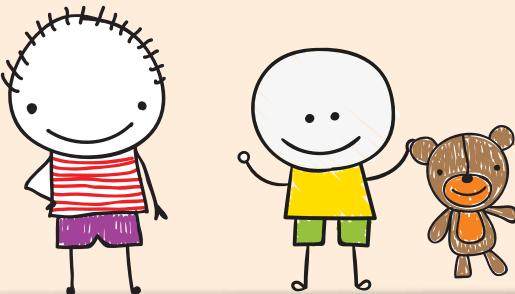


ERRANN 3 SECTION 3

A' Fastadh Luchd-obrach

Recruiting Staff





3.1 Fastadh agus Poileasaidhean is Modhan-obrach airson Agallamhan

Thèid agallamhan a chumail le pannal de thriùir dhaoine ma ghabhas sin dèanamh, no co-dhiù dithis, agus bidh cothromachadh ann a thaobh na h-àireimh de bhoireannaich is fireannaich a tha air a' phannal ma ghabhas sin dèanamh. Iarraidh an luchd-agallaimh air na tagraichean gun a bhith fo uallach no iomagain san agallamh, feuch gun urrainn dhaibh agallamh dòigheil a dhèanamh a sheallas gu ceart na comasan a th' aca agus an seòrsa duine a th' annta.

Thèid seata de cheistean aontachadh leis a' phannal ro-làimh agus thèid iad sin a stèidheachadh air an tuairisgeul obrach a th' ann airson na dreuchd. Bidh am pannal a' leudachadh air ceistean far a bheil iad ag iarraidh air tagraichean eisimpleirean a thoirt seachad air eòlas iomchaidh a th' aca bho obair eile.

Thèid na h-aon cheistean a chur air gach tagraiche san aon òrdugh, agus thèid na freagairtean aca a chlàradh. Bidh lethbhreac de na ceistean aig gach ball den phannal, agus nì iad sgòradh fa leth iad fhìn fhad's a tha an t-agallamh a' dol agus bidh ùine ann eadar na h-agallamhan gus bruidhinn air gach tagraiche agus gus sgòr ionlan a thoirt dhaibh.

Bidh aig tagraichean ri dithis luchd-teist a bhith aca.

Aig deireadh gach agallaimh, bidh cothrom aig tagraichean ceistean fhaighneachd iad fhìn. Bheir am pannal fiosrachadh dhaibh mun obair, a' bhuidheann agus innsidh iad dhaibh cuin a gheibh iad a-mach mu cho-dhùnad a' phannail.

3.1 Recruiting and Interview Policy and Procedure

Interviews will be held by a panel comprising ideally three persons, but a minimum of two persons, gender balanced wherever possible. The interviewers will encourage candidates to be at ease during the interview, in order that they can give a fair and accurate impression of themselves.

A set of questions will be agreed by the interview panel in advance and will be developed from the current job description for the post. The panel will seek to develop questions which ask the candidates to give examples of their previous relevant experience.

All candidates will be asked the same questions in the same order, and their responses recorded. The panel will each have a copy of the questions, will score independently during the interview and allocate time between interviews to discuss each candidate and award a total points score.

Candidates will be required to supply two references.

At the end of each interview candidates will have the opportunity to ask questions. The panel will give information about the job, the organisation and when they can expect to be told of the outcome.



Bidh aig a h-uile duine a thèid fhastadh ri ùine-dhearbhaidh a mhaireas sia miosan a dhèanamh. Às dèidh trì miosan, thèid coinneamh mheasaidh a chumail gus bruidhinn air mar a chaith cùisean. Thèid sgrùdadh cunbalach a dhèanamh air cùisean, dà thuras sa bhliadhna.

Gheibh a h-uile neach-obrach ùr, is neach saor-thoileach a nì obair dhuinn gu cunbalach, fiosrachadh soilleir air feallsanachd na seirbheis, dleastanasan an neach-obrach, reachdas iomchaidh, còdan-obrach agus poileasaidhean is modhan-obrach na buidhne ris am feum iad cumail. Thèid cumhachan is cùmhnanntan sgrìobhete luchd-obrach ùr a mhìneachadh dhaibh agus thèid innse dhaibh mu na dh'faodadh tachairt ma bhristeas iad còdan-obrach no còdan-giùlain.

Thèid dèiligeadh ri foirmichean-iarrtais ann an dòigh gu tur dìomhair agus chan fhaic ach na daoine air a' phannal iad.

Mus tèid dearbhadh gun urrainnear obair a thabhan gu h-oifigeil do na tagraichean as fheàrr, feumar fios freagarrach fhaighinn air ais bho luchd-teist, a' gabhail a-steach fiosrachadh a thaobh an Sgeama PVG.

Ma tha casaidean ann gun robh dol a-mach leth-bhreitheach, neo-chothromach agus/no neo-chunbalach ann, thèid a' chùis a làn rannsachadh agus gheibhean freagairtean air ais ann an ùine fhreagarrach agus a rèir modhan na seirbheis gus dèiligeadh ri gearanan. Bu chòir gearanan a dhèanamh ann an sgrìobhadh agus an cur, sa chiat dol a-mach, gu Manaidsear na seirbheis.

Thèid sùil a chumail air a' phoileasaidh seo gu cunbalach, agus thèid ath-sgrùdadh a dhèanamh air gach bliadhna.

All appointments will be made subject to a probationary period of six months. After three months a review meeting will take place to discuss progress. Regular monitoring will take place twice a year.

All new employees and regular volunteers will be given clear information about the service's values, the employee's role and responsibilities, relevant legislation, codes of practice and organisational policies and procedures to which they must adhere. Written terms and conditions will be explained and the consequences of any breach of code of practice and rules of conduct and behaviour made known to the new employee.

All application forms will be treated in the strictest confidence and only those on the interview panel will view them.

Confirmation of offers of employment to preferred applicants will be subject to the receipt of satisfactory responses about their fitness and suitability, including PVG Scheme Record checks.

Any allegations of discriminatory, unfair and/or inconsistent practices will be investigated fully and responded to in a timely manner in accordance with the service's complaints procedure. Complaints will be raised in writing and addressed in the first instance to the Manager of the service.

This policy will be monitored on an ongoing basis and reviewed annually.





3.2 TUAIRISGEUL OBRACH - NEACH-CLUICHE GAIDHLIG

Foirm-iarrtais - Eàrr-ràdh 29

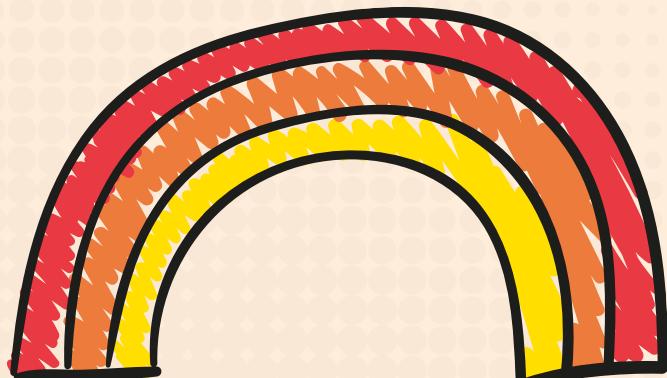
Adhbar na h-Obrach

Bidh sibh a' cruthachadh àrainneachd Ghàidhlig a tha taiceil, inntinneach is tèarainte far am faod clann eòlas a chur air nithean ùra, cluich agus ionnsachadh. Nì sibh sin le bhith a' frithealadh air pàistean fa leth agus le bhith a' cur air dòigh rudan a nì a' chlann còmhla ann am buidheann, a tha freagarrach do dh'aois na cloinne agus an ìre aig a bheil iad. Bidh sibh a' brosnachadh phàrantan/luchd-cùram gu bhith gabhail pàirt ann an cluich is oideachadh an cuid chloinne.

Prìomh Obair

- A' cleachdadh Gàidhlig fad an t-siubhail leis a' chloinn
- A' planadh airson nan rudan a nì sibh sa bhuidhinn
- A' stiùireadh agus a' gabhail cùram de chloinn
- Obair a thaobh Cluich
- A' dol gu coinneamhan na Comataidh agus a' dèanamh trèanadh mar as iomchaidh
- A' cur air adhart Foghlam tron Ghàidhlig

Fo stiùir: Manaidsear/Comataidh



3.2 JOB DESCRIPTION - GAEILIC PLAYWORKER

Application form - Appendix 29

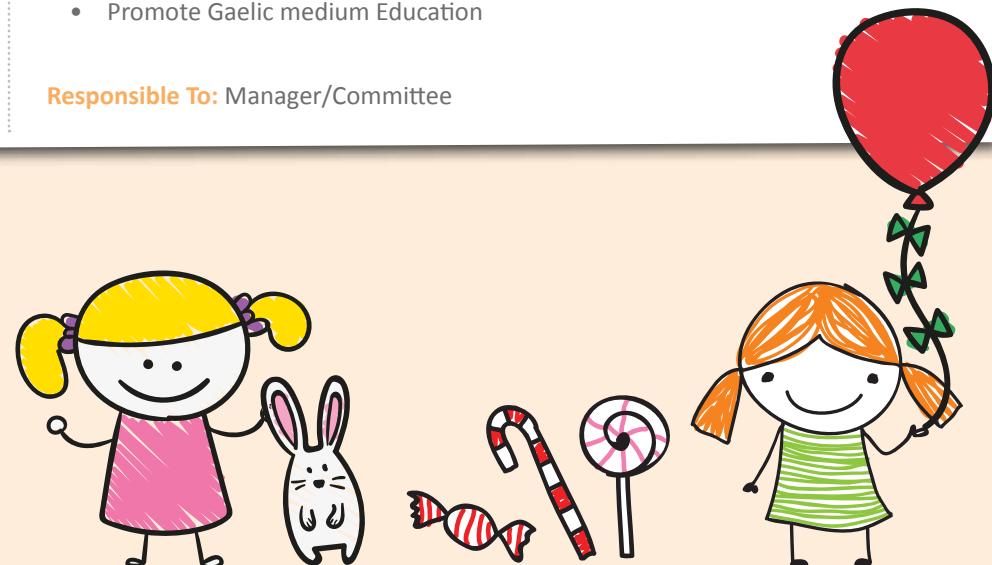
Purpose of Post

To provide a caring, stimulating and secure Gaelic environment for children to explore, play and learn. This will be done through individual attention and group activities relevant to the age and stage of the children. To encourage parents/carers to be engaged in the child's play and learning.

Key Tasks

- Use Gaelic at all times with children
- Activity Planning
- Supervision and Care of Children
- Direct Play work
- Attending committee meetings and training as required.
- Promote Gaelic medium Education

Responsible To: Manager/Committee





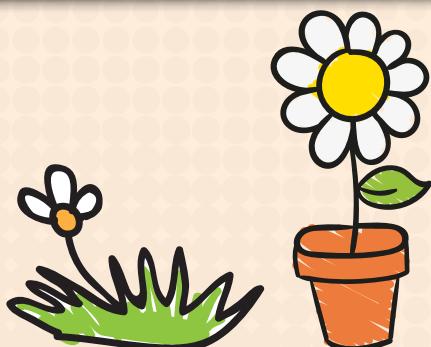
Dleastanasan is Uallaichean

A' planadh airson nan rudan a nì sibh sa bhuidhinn

1. A' cruthachadh chothroman cluiche a tha sàbhailte, cruthachail is freagarrach, an lùib sin bidh sibh ag ullachadh rudan a nì a' chlann, a' cur phrògraman obrach agus uidheamachd air dòigh.
2. Nì sibh cinnteach gun tèid na rudan a nì sibh a dhèanamh a rèir frèam-obrach airson co-ionannachd agus ann an Gàidhlig.
3. Nì sibh trèanadh sam bith a dh'fheumas sibh.
4. Bidh sibh a' brosnachadh dhaoine bhon choimhairsnachd gu bhith a' gabhail pàirt agus a' planadh airson nan rudan a nì sibh agus gan cur an gnìomh.

Co-chonaltradh

1. A' togail agus a' cumail suas deagh chàirdeas is conaltradh math ri pàrrantan gus dèanamh cinnteach am bi an cùram a tha dhìth air clann bho latha gu latha ann dhaibh.
2. A' brosnachadh phàrrantan gu bhith a' gabhail pàirt agus gu bhith a' toirt taic don bhuidhinn, agus sibh a' dèanamh dàimh obrach èifeachdach leotha.
3. A' sireadh bheachdan bhon chloinn air, agus ag iarraidh orra a dhol an sàs ann, a bhith a' planadh dè na rudan a nì sibh.
4. A' piobrachadh dlùth cheanglaichean ri sgoiltean is buidhnean freagarrach eile.



Duties and Responsibilities

Activity Planning

1. To provide a safe, creative and appropriate play opportunities including preparing activities, organisation programmes and arranging equipment.
2. To ensure that all activities are carried out within an equal opportunities framework and through the medium of Gaelic.
3. To undertake any necessary training.
4. To encourage community wide participation and activity planning and delivery.

Liaison

1. To develop and maintain good relationships and communications with parents to facilitate day-to-day caring needs.
2. To encourage parental involvement and support through the development of effective working relationships.
3. To consult with the children and involve them in the planning of activities.
4. To encourage a close liaison with schools and other related agencies.





A' stiùireadh agus a' gabhail cùram de chloinn

1. A' dèanamh cinnteach gun tèid obair na buidhne a stiùireadh ann an dòigh shàbhailte agus cùramach a rèir nan dleastanasan reachdail a tha oirbh.
2. A' dèanamh cinnteach gun tèid biadh is deochan a thoirt seachad a rèir nan stiùiridhean as ùire a thaobh fallaineachd bìdh is slàinteas, agus gu bheil taghadh cothromach is fallain de bhiadh ann a rèir feuman bìdh na cloinne.

Obair a thaobh Cluich

1. A' dèanamh cinnteach gu bheil measgachadh math de rudan cruthachail is spòrsail aig a' chloinn ri dhèanamh tron Ghàidhlig.
2. A' dèanamh cinnteach gu bheil a' chluich a' freagairt air na feuman a th' aig gach pàiste fa leth agus aig a' bhuidhinn san fharsaingeachd.

Supervision and care of children

1. Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities.
2. Ensure that food provision is carried out within current nutritional and hygiene guidance and is balanced and healthy in accordance with dietary requirements.

Direct Play work

1. Ensure that a wide range of creative and enjoyable activities are offered through the medium of Gaelic
2. Ensure that play meets the full range of children's individual and group needs.





Measgachadh

1. A' cur air adhart amasan is cinn-uidhe na Buidhne.
2. Bidh fios agaibh air Poileasaidhean is Modhan-obrach airson Luchd-obrach.
3. Nì sibh cinnteach gum bi deagh chùram ann don chloinn feuch am bi iad sàbhailte agus toilichte.
4. Nì sibh cinnteach gum bithear a' ruighinn deagh ìrean daonnan a thaobh slàinteachas is glainlead.
5. Bidh e an urra ribh dèanamh cinnteach gu bheil ìrean Slàinte is Sàbhailteachd ann a tha freagarrach don chloinn.
6. Bidh sibh a' cuideachadh le bhith ag ullachadh agus a' gleidheadh stuthan is uidheamachd.
7. Nì sibh aithris air tubaistean san leabhar-thubaistean.
8. Nì sibh cinnteach gu bheil àrainneachd fior mhath ann a tha a' frithealadh air feuman fa leth na cloinne a thig bho dhiofar chultaran is aig a bheil diofar chreideamhan, agus a tha aig diofar ìrean.
9. Nì sibh cinnteach gun cumar fiosrachadh a gheibh sibh gu tur diomhair.
10. Bidh sibh mothachail air an ìomhaigh a th' aig a' bhuidhinn agus bidh sibh a' gleidheadh nan inbhean a th' aice daonnan.
11. Nì sibh obair no gabhaidh sibh ri dleastanasan den aon seòrsa 's a th' agaibh, mar a thèid aontachadh bho àm gu àm leis a' mhanaidsear agaibh no leas-mhanaidsear.

Nòta: Chan eil an dreuchd seo a' tighinn fo bhuaidh Achd Ath-ghnàthachadh nan Eucorach 1974. Feumaidh tagraichean a bhith deònach fios a thoirt dhuinn air àm sam bith far an deach an diteadh airson eucoir agus air òrdugh sam bith a chaidh a thoirt a-mach nan aghaidh.

Miscellaneous

1. To promote the aims and objectives of The Group
2. Be aware of Staff Policies and Practices.
3. To ensure the provision of good standards of physical and emotional care.
4. To ensure good standards of hygiene and cleanliness are maintained at all times.
5. To be responsible for the Health and Safety standards appropriate for the needs of the children.
6. To assist with the preparation and maintenance of materials and equipment.
7. Recording accidents in the accident book.
8. To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
9. To ensure confidentiality of information received.
10. To be aware of the high profile of the club and to uphold its standards at all times.
11. To undertake other duties and responsibilities of an equivalent nature as may be determined from time to time by the manager or deputy manager.

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.





● Taic, Measaidhean is Tréanadh

3.3 Bun-shampaill – Èarr-ràdhan 30, 31

Thatar a' sùileachadh gum bi gach neach-obrach deònach a bhith air an stiùireadh agus air am measadh a thaobh na h-obrach gu cunbalach. 'S iad na priomh adhbharan a tha aig an stiùireadh:

Gus dèanamh cinnteach gu bheil an neach-obrach a' coileanadh nan dleastasanan chun na h-ìre ris a bheil dùil;

Gus taic a thoirt don neach-obrach; agus

Gus na tha dhìth air an neach-obrach a thaobh leasachadh proifeiseanta is na feuman trèanaidh aca a chomharrachadh.

Support, Appraisal and Training

3.3 Templates – Appendix 30, 31

All staff are expected to take part in regular supervision and appraisal. The main purposes of the supervisory process are:

To ensure that the worker is fulfilling their responsibilities to the expected standards;

To provide support to the worker; and

To identify the professional development and learning needs of the worker.



Cumar seiseanan taice is measaidh mar as trice:

- Dà thuras sa bhliadhna airson luchd-obrach làn-thìde, cha bhi iad cho tric sin airson luchd-obrach pàirt-thìde no feadhainn a thig gu dìreach cuid de na seiseanan.
- Cha mhair iad nas fhaide na uair a thìde.
- Thèid gach seisean a chumail mar aon sheisean slàn, gun a bhith air a bhristeadh, mura h-aontaich sibh a chaochladh.
- Thèid an cumail ann an àite leis a bheil a h-uile duine toilichte, a tha sàmhach agus prìobhaideach.
- Glèidhean t-àite ro-làimh agus thoiribh prìomhachas don t-seisean thairis air dleastanasan eile far an gabh sin dèanamh. Ma dh'fheumas sibh seisean stiùiridh atharrachadh, bu chòir dhuibh ceann-latha is àm eile aontachadh.
- Leanaibh an clàr-gnothaich a tha sgrìobhte sa chlàr-stiùiridh airson a' phròiseict.
- A thuilleadh air na puinean leantainneach, faodaidh an neach-stiùiridh no an neach-obrach cuspairean sònraichte a chur ris a' chlàr-gnothaich aig toiseach an t-seisein.

Às dèidh a' mheasaidh-obrach, bidh feuman trèanaidh sam bith a bh' ann air an comharrachadh, agus bu chòir don Bhuidhinn/Chomataidh dèanamh cinnteach gu bheil maoineachadh aca airson an trèanadh sin a lìbhrigeadh.

Support and appraisal sessions will typically:

- Take place twice per year for full-time staff, less frequently if appropriate for part time or sessional staff.
- Last no longer than 1 Hour.
- Be uninterrupted, unless by prior agreement.
- Be held in a mutually agreed setting, which is quiet and ensures privacy.
- Be booked in advance and then given priority over other commitments whenever possible. If a supervision date has to be altered by either party, a new date and time should be agreed.
- Follow the agenda set out on the project supervision record sheet.
- In addition to standing items, specific topics may be added at the start of each session by either the supervisor or supervisee.

Following on from Appraisal any training needs will have been noted and the Group/Committee should ensure that they have funding in place to allow training to be completed.





3.4 Fios

Fios air dreuchdan thràth-bhliadhnaichean

www.careandlearningalliance.co.uk

www.childcarecareersscotland.scot

www.childminding.org

www.earlyyearsscotland.org

www.obraichean.co.uk

www.skillsdevelopmentscotland.co.uk

3.4 Information

Early Years Careers Information

www.careandlearningalliance.co.uk

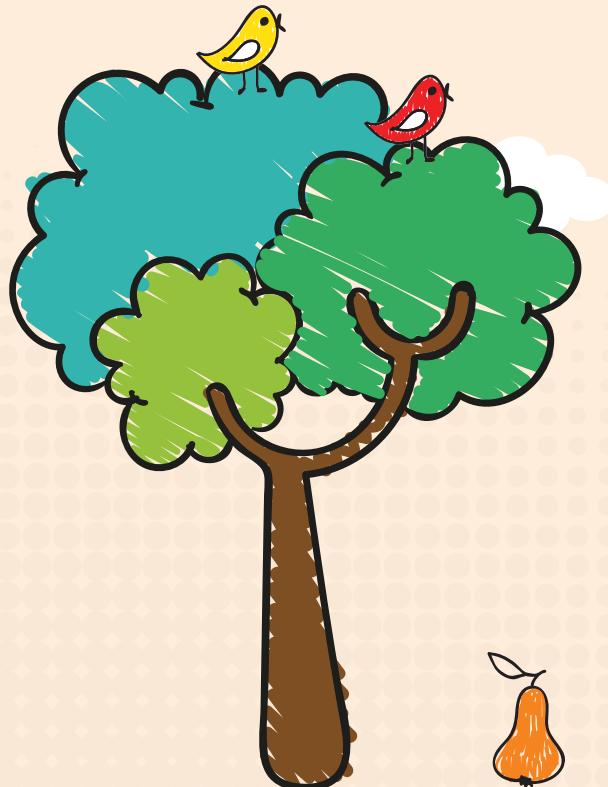
www.childcarecareersscotland.scot

www.childminding.org

www.earlyyearsscotland.org

www.obraichean.co.uk

www.skillsdevelopmentscotland.co.uk





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BÒRD NA
GÀIDHLIG

fiosrachadh do
phàrantan

Comann nam Pàrant
Gaelic Medium Committee